

Filing

and

Finding

Papers

The Globe-Wernicke Co.

CINCINNATI.

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FILING AND FINDING PAPERS

BY THE

Globe-Wernicke

SAFE GUARD

Method of Vertical Filing

FOR

LETTERS, INVOICES, VOUCHERS, PROOFS, CATALOGUES, REPORTS, LOOSE SHEETS, SHIPPING TICKETS, PATTERNS, PHOTOGRAPHS
and MISCELLANEOUS PAPERS.

The Globe-Wernicke Co.

CINCINNATI

NEW YORK :

380-382 Broadway

BOSTON :

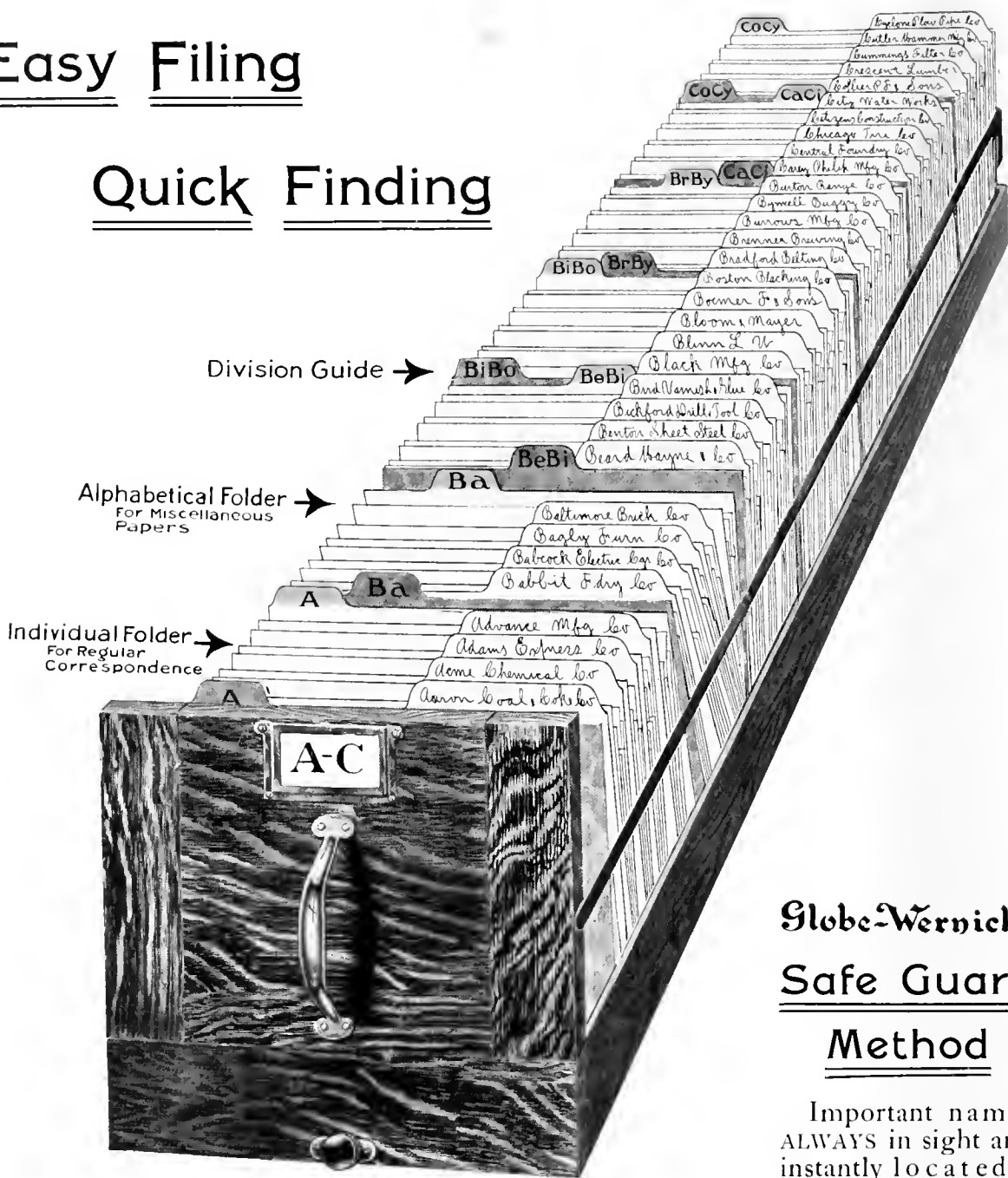
91-93 Federal St.

CHICAGO :

224-228 Wabash Ave.

Easy Filing

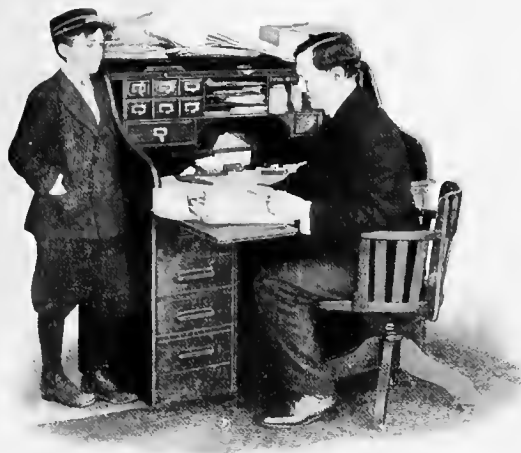
Quick Finding



Globe-Wernicke Safe Guard Method

Important names
ALWAYS in sight and
instantly located—
miscellaneous papers
easily referred to
when wanted—out
of the way when not.

SAFEGUARDS IN VERTICAL FILING



No more aggravating annoyance occurs during business hours, than to ask for a letter awaiting immediate reply—perhaps by wire—and to have the file clerk reluctantly fumble around the cabinet muttering “I—er—somebody must have put it in the wrong folder.”

Under such irritating circumstances one feels warranted in doubting the efficacy of vertical filing.

And yet, where filing is hastily installed without proper and adequate Safeguards, just such temper-rousing trials are bound to occur—and occur frequently.

These Safeguards are in the form of INDEXED GUIDES, which perform the MOST important function in finding letters and papers.

If inadequate in number, complex in character, or unevenly arranged so as to interfere with instantaneous reference to the particular paper wanted, such a system is to be condemned rather than commended.

Most ALL the papers used in modern commercial transactions are worth filing carefully, if worth filing at all. But careful methods can be promoted by simple, as well as complicated devices.

Vertical Filing—that is, filing papers on edge instead of in flat position—is universally acknowledged to be superior to the old method which was arbitrary in its limitations, some files being but partially used, while others were overcrowded.

The manifest advantages of VERTICAL FILING are therefore, not to be lost sight of because of the lack of proper SAFEGUARDS that mechanically, but effectively prevent the liability of such accidents as the one cited.

Most filing reforms are freakish in character and impractical for every day use where time is an important factor.

Complications arising from so called “filing systems” often prove costly experiments.

It is far more important to the average business man that his clerk hand over the papers desired on demand, than to be able to tell him all the different ways to file them.

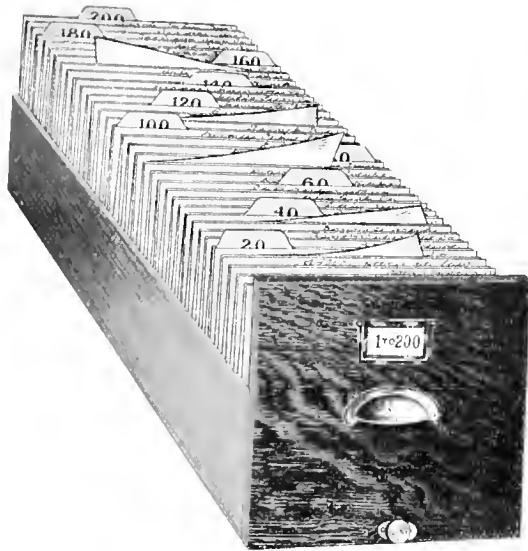
But clerks are sometimes held responsible for the serious delays due to misfiling of letters, because they overlook regulations that require the services of a trained expert.

In this pamphlet we have attempted to show why certain methods now in use are a constant source of annoyance and loss of time—then to demonstrate how such evils can be easily eradicated by arranging the right kind of supplies, so that the FINDING of papers will become as much of a certainty as the FILING of them.

This then, is the real object to keep in view—the FINDING of papers, not the filing of them.

Whenever any system interferes with that result, it becomes a hinderance—not a help.

ERRORS NOT ENTIRELY DUE TO HASTE



Guides distributed the full width of the file interfere with the names on the folders.



Names written on straight edge folders not as visible as on right hand tab folders.

Wrong Ways of Vertical Filing

No. 1—Using guides with tabs distributed across the full width of file.

No. 2—Using straight edge folders instead of right hand tabbed folders.

No. 3—Using a numerical system which requires a cross index, when alphabetical guides better answer the purpose.

No. 4—Insufficient number of guides.

No. 5—Having no adequate provision for miscellaneous correspondence and papers.

There are other reasons besides haste that are responsible for papers going into the wrong folders, mistakes due to mechanical construction, which can easily be prevented.

The straight edge folder was the style of folder that came out with the introduction of vertical filing.

Note that the line of definition between the front and back of such a folder is not as distinct as it would be on a **Slobe-Wernicke** Tabbed Folder, such as shown on the opposite page.

Then again, the guides instead of serving as safeguards, actually interfere with rapid reference, because the tabs by extending across the full width of the file, are apt to hide the names on the straight edge folders, which would be an impossible condition in the **Slobe-Wernicke** Safeguard Arrangement shown on page 5.

The Numerical system necessitates reference to an alphabetical cross index in a card index file, thus requiring two places to look for it, instead of one.

Insufficient number of guides also contribute frequently to errors; for example, one desires to put back papers taken from one of fifty folders—all of the fifty folders being full of papers and distributed in between two guides.

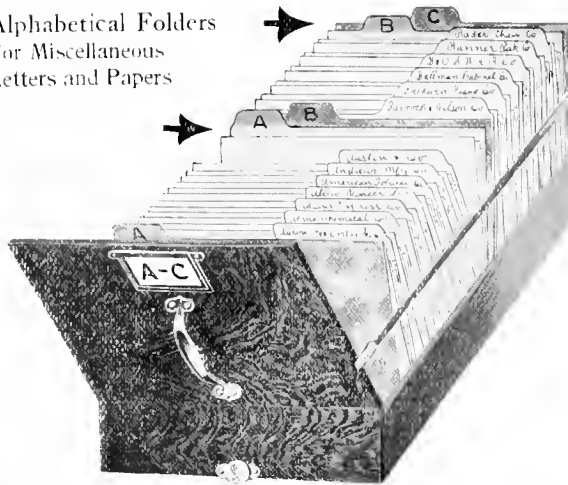
Obviously a less number of mistakes would occur were there six guides acting as safeguards instead of two.

We usually recommend 40 alphabetical guides to a file of 20 inch inside depth—equivalent to a filing capacity of four to five thousand papers such as used in ordinary correspondence—see page 9.

Miscellaneous Papers and Letters—These are the chief trouble makers in most filing systems. To avoid confusion and waste of time when searching for any particular one, they should be distributed in folders having alphabetical tabs identical with those on the guides—see Fig. 2, page 5.

They are then easily referred to when wanted, out of the way when not.

Alphabetical Folders
For Miscellaneous
Letters and Papers



Correct Relative Position of Guides
and Folders in the File.

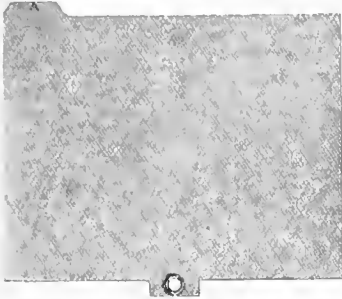


Fig. 1—Alphabetical Pressboard
Division Guide, Left Tab.



Fig. 2 - Alphabetical Folder.
Tab identical with that on the Guide
This folder for papers and letters
of miscellaneous character.

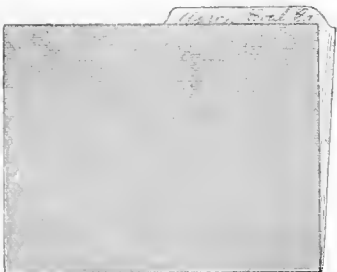


Fig. 3—Right Tab Folder.
A permanent folder for papers all
relating to one subject or for
correspondence with
one party.

On page 2 appears a model arrangement of a Vertical file drawer having every possible mechanical safeguard to prevent papers or letters getting into the wrong folder.

The Alphabetical Pressboard Guides, tabbed in three consecutive positions to the left of the center do not, and cannot interfere with the names written on the right tab folders.

The Alphabetical Tab Folders are intended only for papers and letters of miscellaneous character.

The letters on the tabs correspond with those on the guides and line up in exactly the same position.

These Alphabetical Tabbed Folders eliminate the confusion that often occurs when letters of miscellaneous character are put into one big miscellaneous file.

For example, if an inquiry comes from A. J. Anderson, who is not a regular correspondent, his letter with form of reply attached, would go into the "A" Alphabetical Tab Folder.

Should further correspondence develop, the original inquiry would then be taken out of this Alphabetical folder and the name written on a right tab folder intended to hold several papers relating to one subject, or for correspondence conducted with one party—see Fig. 3.

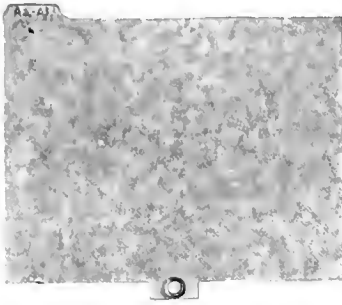
The name on the right hand tab is easily and quickly discernable, because of no interference with the guide tabs.

An arrangement so extremely simple as this, and one which is as easy for the eye to follow as it is for the hand to manipulate, should prevent the complications arising from misplaced letters.

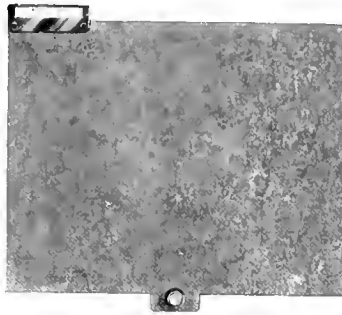
With such precautionary measures, any delays in promptly finding desired papers can, with perfect propriety, be charged up to gross carelessness in filing them.

BUY THE RIGHT KIND OF SUPPLIES TO GET THE RIGHT KIND OF SERVICE

Rigid Guides Necessary.



S/W Pressboard Guide
Left Hand Tab.



S/W Pressboard Guide
with Brass Label Holder.



A Manila Guide is not sufficiently
strong for constant service.

Errors in filing are also due to the use of guides having insufficient rigidity to support the weight of the folders—some of which may contain 40 or 50 papers, so that the weight of the folder is several times that of the guide.

Under such conditions a Manila Guide is very apt to buckle under the folders in front of it, especially if not compressed tightly by the follower block in the back of the file.

This makes an additional interference to taking papers in and out of the file.

On the other hand **Slobe-Wernicke** Heavy Pressboard Guides, which are the heaviest and strongest guides on the market, act as a support to the folders and papers, keeping them ALWAYS in an upright position.

These vertical pressboard guides are furnished with both permanent and adjustable brass label holders, in which the labels can be changed whenever conditions warrant.

Naturally the index slips protected by the brass label-holders are less apt to become soiled and consequently remain more legible. They can also be renewed at any time at far less expense than incurred in purchasing an entirely new set of guides.

In a crowded file Manila Guides are also very apt to be torn in pushing back the rod which locks them in the file drawer.

Slobe-Wernicke Pressboard Guides have a double reinforced brass eyelet that guides the rod and are practically indestructible.

Do not confuse them with the imitation paste board guides advertised as pressboard.

FLIMSY FOLDERS AS TROUBLE MAKERS



Flimsy Folders are awkward to handle and apt to buckle in a file.



S/w Heavy weight Manila Folders stand erect in the files.

Care should also be taken in the selection of folders as well as guide stock.

The folder should have sufficient stiffness to stand erect in a file and not sag under the weight of the contents.

Light weight, flimsy folders are of no service whatever in a file that is being constantly referred to.

The **Globe-Wernicke** heavy weight folders will stand hard service in a cabinet for years. In case they are retained in the original file instead of being transferred at the end of each year, the transfer record can be kept on the printed form on the inside of the folder.

When transferring is done annually or semi-annually, then the medium weight folder is recommended.

The folders are of three sizes, Bill size $7\frac{3}{4} \times 9\frac{1}{4}$, Letter size $9\frac{7}{8} \times 11\frac{1}{8}$, Cap size $9\frac{7}{8} \times 14\frac{3}{8}$, dimensions over all—see page 31.

COLORED FOLDERS—These are frequently introduced to distinguish between two classes of correspondence, for example, as between consumer and dealer.

Do not combine different weights of folders in the same file—maintain a uniformity in this respect, as a light weight folder between two of heavier weight is apt to be missed.

The Heavy Weight, Right Tab, **Globe-Wernicke** Folders are regarded as the standard in quality, weight, and form for continuous and satisfactory service.

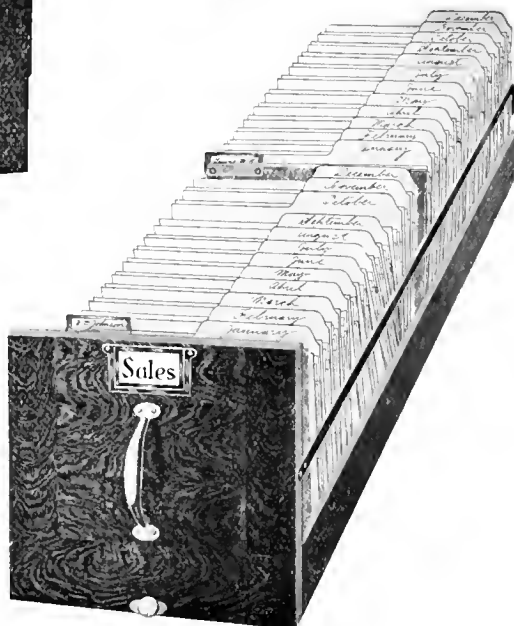


The inside of the Folder contains a printed form for Record of Transfers.

SOME SPECIMEN OUTFITS



No. 118
Single Vertical File



Filing
Salesmen's
Reports by
Months



No. 221
Vertical Letter File
on Stand

In ordering supplies for Vertical filing cabinets, observe the following suggestions:

No. 1—For long and satisfactory service that will prove most economical in the end, order **Globe-Wernicke** heavy weight manila folders and heavy pressboard guides.

No. 2—Use the alphabetical index in preference to any other wherever possible.

No. 3—Arrange the supplies as illustrated on page 2.

No. 4—Order a set of Alphabetical tabbed Folders for miscellaneous correspondence, having the same computation as appears on the Guides.

The following sample outfits are suggestions which apply only to letter size papers.

We also furnish supplies and cabinets for bill and cap size papers.

Sample Outfit No. 1 One Drawer File

1 No. 118 Vertical File Cabinet,
1 set No. 5513 Pressboard Alphabetical Guides—25 A to Z,
25 No. 641 Alphabetical Folders—A to Z,
200 No. 631 Manila Folders.

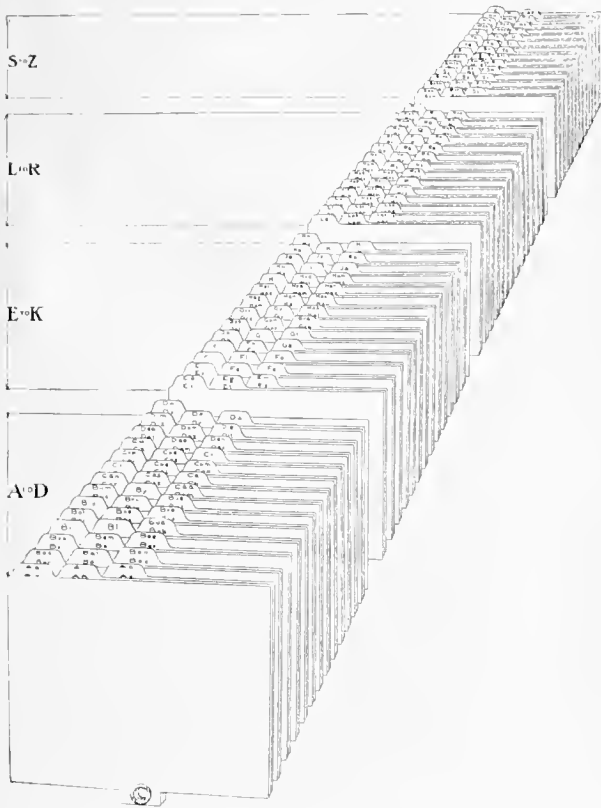
Sample Outfit No. 2 Alphabetically indexed through two drawers

1 No. 221 Vertical Letter Cabinet on Stand,
1 set No. 5513 Pressboard Alphabetical Guides, 80 subdivisions—A to Z,
1 set No. 641 Alphabetical Folders, 80 subdivisions, A to Z,
400 No. 631 Manila Folders.
Monthly and Daily Guides can be introduced for follow-up systems in this same file if used as a follow-up file.

Same Outfit with one drawer for follow-up and one drawer for correspondence

1 No. 221 Vertical Letter Cabinet on Stand,
1 set No. 5513 Daily Guides,
1 set No. 5513 Monthly Guides,
1 set No. 5513 Alphabetical Guides, 40 subdivisions, A to Z,
1 set No. 641 Alphabetical Folders, 40 subdivisions, A to Z,
200 No. 631 Manila Folders.

ADEQUATE EQUIPMENT ESSENTIAL



A Set of 160 Alphabetical Guides for a Four Drawer
Globe-Wernicke Cabinet.



Globe-Wernicke
Four Drawer Vertical Filing Cabinets
furnished in
Oak and Mahogany (Wood),
Oak and Mahogany Finish (Steel).

It is impossible to set any arbitrary arrangement of index guides that will suit all users of vertical filing cabinets.

Ordinarily we recommend 40 subdivisions of the alphabet to each file drawer of standard capacity which will hold between 4000 and 5000 papers of average thickness such as used in business correspondence.

The alphabetical arrangement of index labels on the outside of a four drawer **Globe-Wernicke** Upright Cabinet would be A-D; E-K; L-R; S-Z.

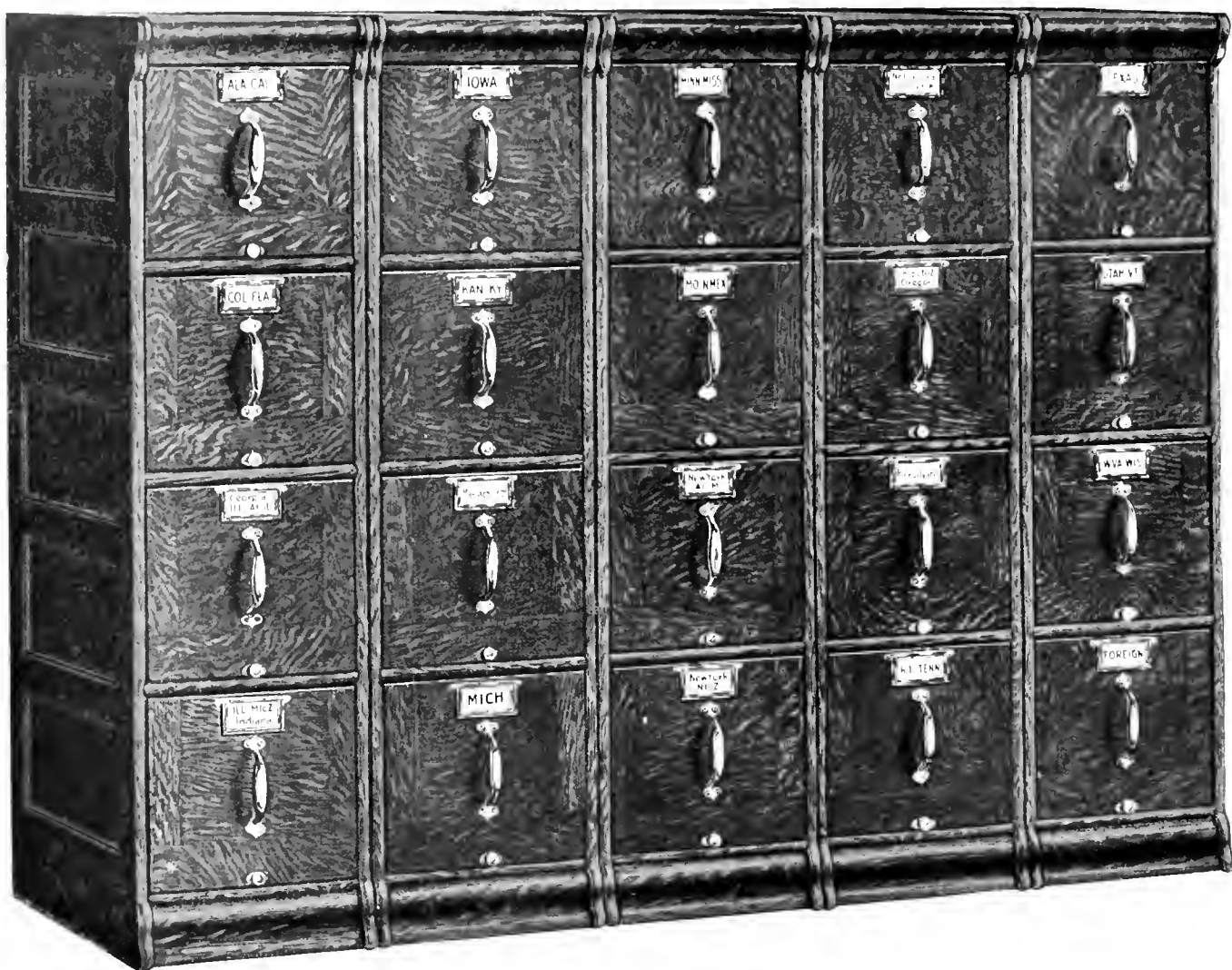
On the inside, 40 vertical guides to each of the four files would make a complete alphabetical set of 160 subdivisions (No. 5513 Pressboard Alphabetical Guides, 160 A to Z).

Then for the miscellaneous correspondence there would be an equivalent set of alphabetical folders of 160 subdivisions (No. 641 Alphabetical Folders, 160 A to Z).

For the regular or established correspondence, as many right hand tab folders (No. 631) as the volume of business would justify, say at the start 1000.

It might happen that only three drawers of a four drawer cabinet were wanted for correspondence, and one drawer for salesmen's reports—in which instance a set of 120 Vertical Pressboard Guides and 120 Alphabetical Folders (40 to each of the three drawers) would suffice, and as many blank guides for the names of the salesmen as there are men employed, with auxiliary monthly guides for each name.

All folders are neatly packed and indexed in packages, and the vertical guides boxed in sets of 5, 25, 40, 60, 100 and upwards.



A Combination of Five Upright

Globe-Wernicke

VERTICAL FILING CABINETS

Indexed alphabetically according to States and Towns

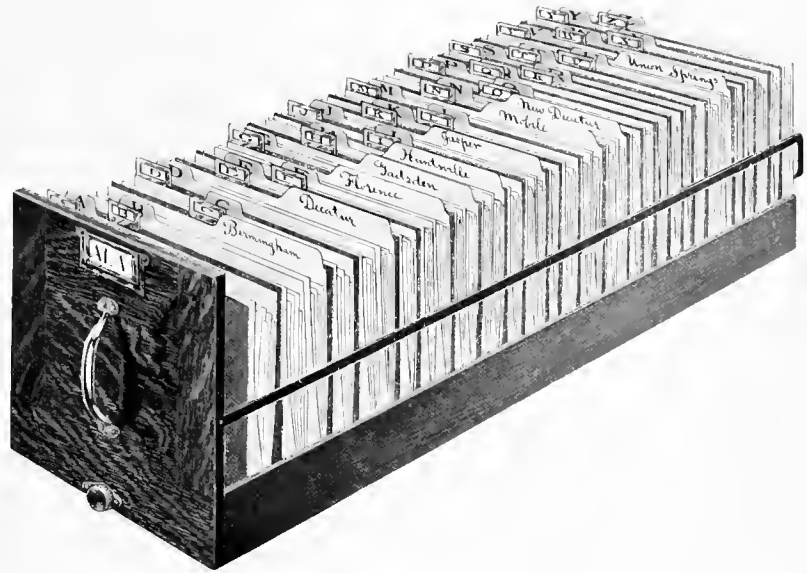
For all States in the Union.

Capacity 100,000 papers, including folders and guides.

FILING ALPHABETICALLY BY TOWNS



Auxiliary Alphabetical Guides
for large cities.



Alphabetical arrangement by Towns,
State is indicated by label on
outside of File.

Where a large percentage of the business transacted is conducted through the mails, whether with dealers or consumers direct, or with both, it is advisable to file the correspondence alphabetically by towns.

This can easily be done without creating any complex or confusing system, as it does not require a cross index in a separate file.

By using State and Town Guides, the manager has a far more intimate knowledge of his business by localities than he would on the straight alphabetical arrangement by correspondent's name. Besides an elaborate subdivision of the alphabet extending through a number of files becomes, in time, too complex to handle, and retards rather than facilitates reference.

One can keep in intimate touch with the business extending over a wide area, as easily as over one that is circumscribed.

It is also possible to route traveling representatives to better advantage, so as to refer ALL matters requiring attention in their respective towns, some of which would very probably be overlooked under any other system of indexing.

When the volume of correspondence in certain cities justifies, auxiliary alphabetical sets of 5, 25, 40 and upwards can be introduced as needed.

The illustrations on the opposite page show a combination of five **Slobe-Wernicke** Upright Units—each one containing four drawers, the State guides on the inside of each file corresponding to those indicated on the label on the outside.

We furnish printed Town Guides in sets by states, for all towns of five hundred population and over, 2000 and over, 2000 to 5000, 5000 and over.

Printed tables giving list of cities by states, according to population, mailed on request.

TWO YEARS CORRESPONDENCE WITHIN EASY REACH

Files for Previous Year's Correspondence
Face on this side.



Files for Current Year's Correspondence
Face on this side.

Correspondence several months old is often referred to as frequently as that filed during the current week.

Therefore, many concerns arrange their filing cabinets so that all the papers of the previous year, as well as those of the current year, are equally accessible.

One very popular way to meet this problem successfully is to place the cabinets in the office back to back as shown in the above illustration, the indexed guides and folders being identical in character and arrangement on both sides.

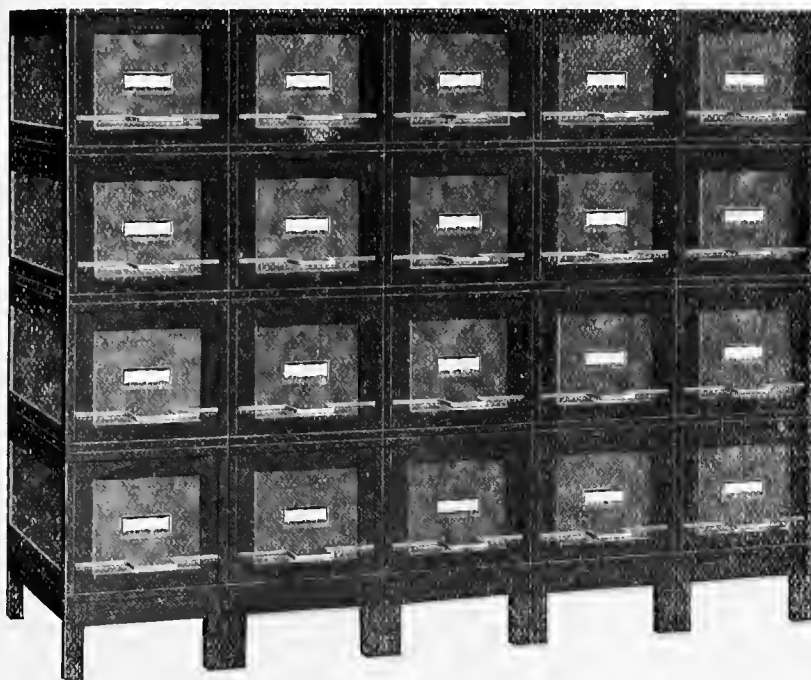
This makes two complete outfits as shown on page 10 placed in position as illustrated above.

There is no overcrowding of files—it takes but a moment to secure papers or claims covering a period of two years—the cabinets themselves form an attractive and highly creditable part of the office equipment, being uniform and symmetrical in appearance on the outside as well as methodically regulated on the inside.

Another position for the same equipment would be to have the two rows of cabinets face each other, with an aisle between.

Adopt that location which affords the best light, but keep in mind that the number of files should be sufficiently adequate to conduct the business without loss of time, interruption, or unnecessary friction.

TRANSFERRING A YEAR'S CORRESPONDENCE IN AN HOUR AND SETTLING THE QUESTION FOR THREE YEARS



Globe-Wernicke Vertical Storage Cases
Built up on Leg Bases—Cases Interlock at Back



A Single Storage Case.

We have shown how the correspondence amounting to 100,000 papers has been housed for two years.

What about the third year?

Simple enough.

Transfer all the correspondence including regular and alphabetical folders from the original set of files into an equivalent number of Globe-Wernicke Storage Cases, but let the Division Guides remain.

For example—On the opposite page are represented forty files—twenty for the current year and twenty for the previous year—all filled.

Take all the folders from the twenty files containing the papers over one year old, and put them into a combination of storage cases like that shown above.

Twenty files that are now ready to take care of the correspondence for the ensuing year, back to back of the files containing last year's correspondence which remains undisturbed.

Now all that is necessary to do, is to re-equip the twenty empty files by the purchase of sufficient folders for the coming year, to be distributed between the Guides already in the file.

This easy operation settles the filing problem for three full years, the arrangement of the papers being identical in the original files and storage cases, the alphabetical folders serving as an index in the Storage cases in place of Guides.

Continue the same rotation year after year, the dates being indicated on the outside of the transfer storage cases.

Never attempt a method of indexing in the transfer case that differs from that in the original file.

Globe-Wernicke Transfer Storage Cases are made for bill, letter and cap size papers.

FOR LIMITED CORRESPONDENCE AND SUBJECT INDEXING

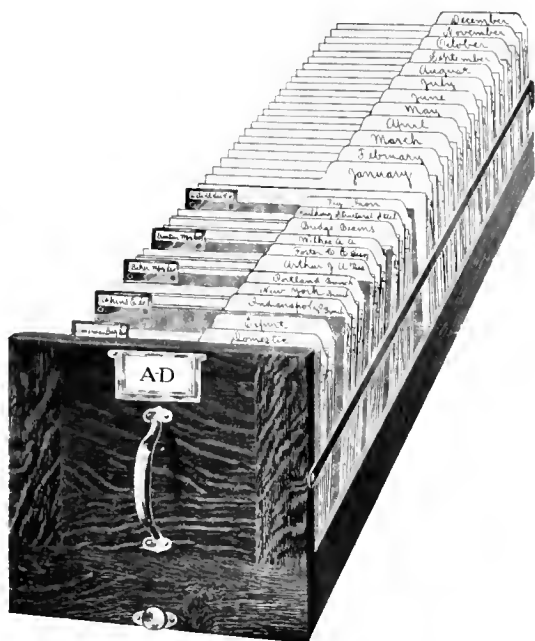


Fig. 1

Where correspondence is limited to a few firms Alphabetical Guides can be dispensed with and Special Guides with Adjustable Labels substituted.



Fig. 2

Brass Tab Guides with Adjustable Labels. As used for subject matter with subdivisions written on folder tabs.

Where the correspondence is confined to a very limited number of names, it is not essential to have an alphabetical set of guides, especially if any change in the list of names is of infrequent occurrence.

In such instances it is advisable to adopt the ~~Globe~~ **Wernicke** adjustable brass tab guide, writing the name on the slip before it is placed in the label holder, and arranging the guides as shown in Figure 1.

Where the volume of correspondence warrants, an auxiliary set of Monthly folders can be introduced behind one or more names—see Folders behind guide "Detroit Iron Co." Figure 1.

SUBJECT INDEXING—Professional men, editors, teachers, doctors, ministers, lawyers—whose correspondence is limited, but who have more or less literary work, find the vertical filing system of inestimable value in classifying extracts, papers, etc., as explained on page 15.

For Mail order houses, Manufacturers, Railroads, wholesale and retail stores, the subject indexing is used most frequently in Purchasing and Stockroom Departments.

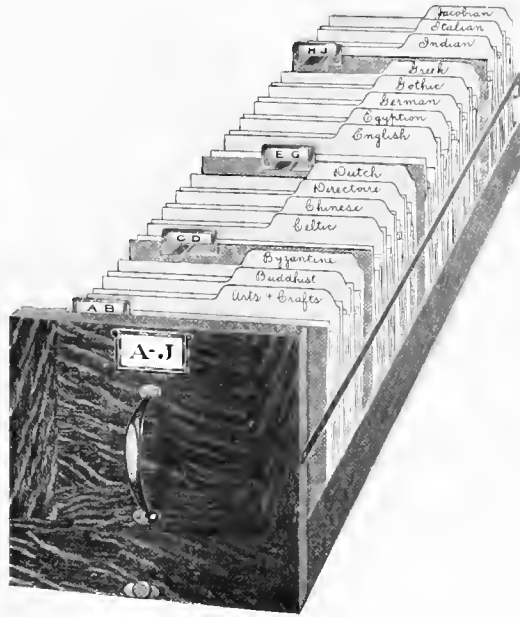
The vertical guides are arranged in the same manner as shown in Figures 1 and 2, the subdivisions being written on the right hand tab folders.

This is much less confusing, than to have the subject matter indicated on index tabs distributed across the file, because the eye follows down a straight line with ease, whereas it becomes confused under the other arrangement.

FILING EXTRACTS FROM MAGAZINES, CLASS PUBLICATIONS, ART PORTFOLIOS, ILLUSTRATIONS, ETC.



Valuable articles are lost sight of when magazines are allowed to accumulate.



A Vertical File affords a dependable method of filing extracts worth keeping and is self indexing.



Scrap Books do not improve with age, and the index is usually inadequate.

File what is worth keeping—destroy the rest.

A big stack of unread, but valuable papers, especially of a technical and instructive character often proves an agonizing sight to a man who keeps shifting them from one place to another, fearful that the maid or the janitor will suddenly dispose of the whole bunch.

Magazines accumulate so rapidly that unless reviewed at once, they are apt never to be opened until too late to prove of any real service.

The scrap book is an antiquated way of preserving extracts worth keeping.

It needs to be relegated to the garret with other things we wish to forget.

The modern scientific method is to use the ~~Globe~~ **Wernicke** Vertical File—the extracts and clippings being put into tabbed folders, which are alphabetically arranged according to subject.

No more get-at-able method of collecting information by a purely mechanical process was ever invented.

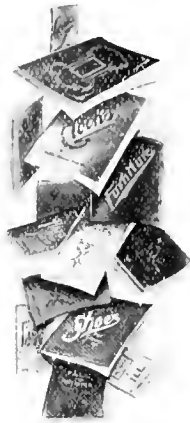
Handsomely furnished cabinets mounted on leg bases in quartered oak and real mahogany are furnished for home libraries and private offices.

Such a file in time becomes a loose leaf encyclopedia—all of the extracts relating to anyone subject being in separate folders, makes it possible to compile a reference work from various authorities that is as easily referred to as a dictionary, but infinitely more interesting and instructive.

CATALOGUE FILING



A Quick Price Finder.



Hasty Filing Makes Long Finding.

Just as there is a wrong and a right way of filing papers, so there is a careless and a careful way of filing catalogues, which are never uniform in size—and likely never will be.

They vary in dimensions from a 3x5 inch slip to the size of a Century dictionary.

To pile catalogues into the drawer just as they come, little, medium and big—and then dig and fume looking for a quotation while a customer becomes impatient at the other end of the telephone line, is a method which often proves a money losing proposition.

But there is a way to arrange a Catalogue cabinet that will fit any and every size of price list published, so as to avoid just such embarrassing complications.

It can be done on the **Globe-Wernicke** Sectional plan of construction without installing any cumbersome piece of furniture of non-expansive properties. See Figure 1 opposite page, showing a combination of units having drawers suited to catalogues of varied dimensions, a glass door section for those bound in board covers, vertical files for loose sheets, as well as a card index file for catalogue index, and quotation cards.

Take for example a house that receives an annual catalogue, say 8x10 inches of 100 pages, and then every month or so, supplementary lists, pamphlets, circulars 6x3 $\frac{1}{4}$, 7 $\frac{1}{2}$ x4 $\frac{1}{4}$, 5 $\frac{1}{2}$ x4 $\frac{1}{4}$, 9 $\frac{1}{4}$ x6, etc., these often proving of more value from an instructive standpoint than the catalogue itself.

To meet such a condition, file the circulars behind the catalogue, attaching them to vertical guides by means of clips. This keeps them flat and from any liability of being lost and crumpled between the larger publications—see Fig. 4.

Single sheets, house organs, etc., can be placed in vertical folders and indexed on the extension tab.

Thus, all publications from any one concern can be kept together, irrespective of size and rapidly referred to when occasion demands.

Where the volume of catalogues received, requires an index, use two **Globe-Wernicke** Card index trays one set of cards indexed alphabetically by the name of manufacturer and the other alphabetically by the name of article manufactured—see Figures 2 and 3, opposite page.

Globe-Wernicke

SECTIONAL CABINETS FOR CATALOGUE FILING



A
B
C
D
E
F

The Combination shown in Figure 1 is made up of the following Horizontal Units:

Section A—No. 1301 X. Top.

Section B—No. 1301 Glass Door Unit for bound books with board and cloth covers.

Section C—No. 1301 C. D. Unit containing drawers of various sizes built expressly for catalogues.

Section D—No. 1301 V. L. Unit with two vertical file drawers for quotations, pamphlets, house organs, etc., and six card index files for catalogue cards—see Figures 2 and 3.

Section E—No. 1701 L. B. X. Unit containing 6 drawers, each 18 $\frac{3}{8}$ inches wide, 2 $\frac{7}{8}$ inches high and 15 $\frac{3}{8}$ deep, with removable partitions.

Section F—No. 1701 Low Drawer Base containing 2 drawers.

Fig. 1

He		Has-Haz	
Har			
Subject	Name	Address	File No.
	<i>Harlowe</i>		
	<i>Allen Mfg Co</i>	<i>Franklin St</i>	<i>21</i>
	<i>Williams & Co</i>	<i>Central St</i>	<i>7</i>
	<i>Collins & Co</i>	<i>Iron Works St</i>	<i>42</i>
	<i>Western Hardware Co</i>	<i>Leavenworth St</i>	<i>143</i>

Fig. 3

A Card Index Classification by Name of Commodity.

Wr-Wy		X-Y-Z	
We			
Wh		Wi-Wo	
Name	Address	Subjects	Remarks
<i>Western Hardware Co</i>	<i>Leavenworth St</i>	<i>Hardware</i>	
		<i>Spring Tools</i>	
		<i>Tools</i>	
		<i>Age Implements</i>	

Fig. 2

A Card Index Classification by Name of Catalogue Publisher.

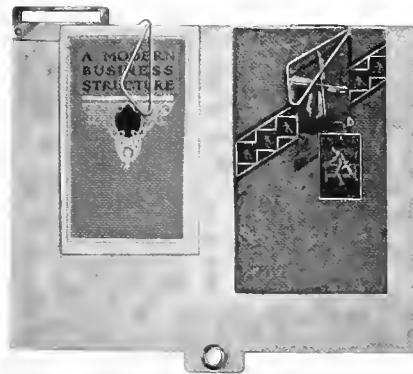
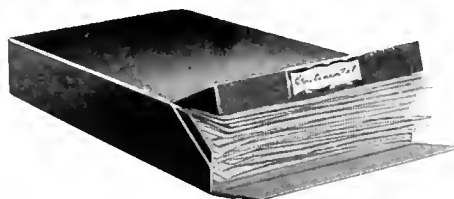


Fig. 4

A Method of Filing Booklets Attached to Vertical File Guides by Means of Metal Clips.

VERTICAL FILING IN HOME OFFICES AND GENERAL AGENCIES OF FIRE INSURANCE COMPANIES



A once popular style of
Daily Report File.

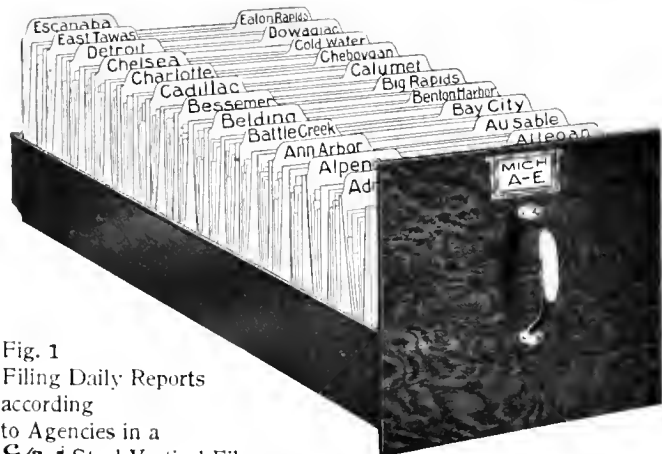
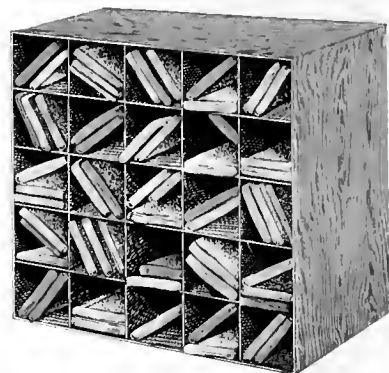


Fig. 1
Filing Daily Reports
according to
Agencies in a
S/W Steel Vertical File.



Formerly Rate Books were indexed
in this fashion.

A few years ago, the black cloth covered report box was a familiar sight in every Home Office and General Agency of a fire insurance company in this country. Some were crowded and broken, others entirely empty.

Now, as in every other line of business, these boxes and files of non-expansive properties are being supplanted by the more modern **Globe-Wernicke** vertical filing devices that expand or contract as necessity demands, so that a uniform system of filing and indexing is easy to maintain throughout the entire office.

Daily reports are filed between Town guide cards as shown in Figure 1—the State being indicated on the outside of the file.

When there are two or more agencies in the same city, auxiliary guides indicating the names of agents, can be introduced behind such town guide.

In the vertical system, no arbitrary limits are set by the measure of a box, there is no overcrowding of files, nor yet any waste space.

Rate and tariff books can be filed in the same manner.

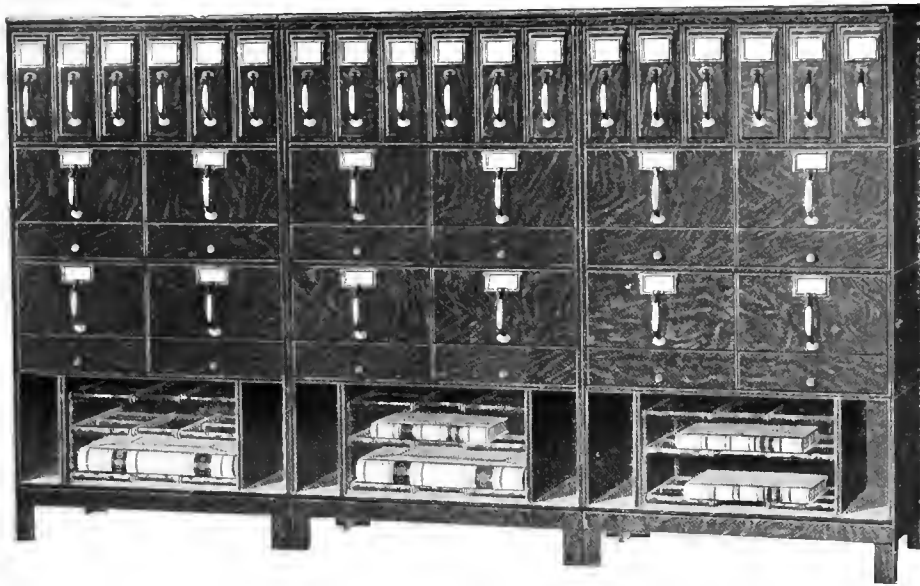
For obvious reasons to underwriters, **Globe-Wernicke** Steel Sections are being rapidly substituted for wood files.

These can be obtained to match either oak or mahogany fittings.

On the opposite page appears a filing cabinet combination of **Globe-Wernicke** Steel Units intended for filing loss claims, dailies, letters, registers, etc.

Other sections adapted for underwriters' use appear in our filing cabinet catalogue, describing both wood and steel sections.

STEEL EQUIPMENT FOR FIRE INSURANCE COMPANIES



No. 2-T
Steel Top.

No. 126
D. Unit.

No. 1212
V. Unit.

No. 1212
V. Unit.

No. 123
S. Unit.

No. 6-B
Leg Base.

A Combination of **Globe-Wernicke** Steel Filing Cabinet Sections for filing Loss Claims, Inspection Reports, Daily Reports and Registers.

An Upright
Steel Filing Cabinet
Section.



Steel Sections
are finished in Oak
or Mahogany without
extra charge.



Globe-Wernicke Vertical Filing Equipment
Southern Department, Royal Insurance Co.



Globe-Wernicke Vertical Filing Equipment
South-Eastern Tariff Association.

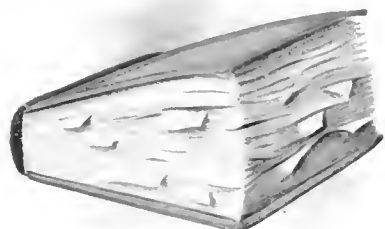
VERTICAL FILING CABINETS FOR LOCAL UNDERWRITERS



A Combination of S/W Horizontal Sections for Policies, Dailies, Registers, Forms, etc.



A Vertical File Report Unit for Cards that take the place of Agency Registers.



The Local Agent is apt to follow the example set by the companies he represents.

Just as the insurance company has thrown aside the old style daily report box, so has the local agent shown a growing aversion towards the old style mogul policy register.

He now uses either a **Globe-Wernicke** duplicate daily report system, filing the dailies by months in a **Globe-Wernicke** Vertical File (letter size) between guides indicating the companies represented in his agency, attaching riders and endorsements to the dailies, or he adopts the **Globe-Wernicke** Perfected Underwriters Card System, which eliminates the necessity of either

company or individual policy registers, indexes, line books, form books, cancellation records, etc. These cards are filed in our No. 323 Upright V. R. Unit.

This series of cards consists of two forms, known as the Assured's Card (I. 77), filed between A to Z guides, by name of assured, the Account Current Card (I. 78), filed by names of companies represented.

Forms and endorsements are attached to the reverse side of Assured's card.

Special booklet outlining this system mailed on request.

Assured's Card

A	B	C	D	E

FORM

J W ALEXANDER

\$2500 - On office furniture and fixtures of every description consisting of \$1000.00, books, typewriter, \$20000 - On fixed and movable machinery of every description consisting of engines, blower, boiler, \$7500 - On stock material and supplies of every description, and on other articles, and on all other property of the assured.

POLICY NO. 457 276

A. J. Smith & Co.

Company's Card

AETNA COM UNION CONCORDIA GERMAN

STATEMENT OF ACCOUNT CURRENT

		DEBIT	CREDIT		

STATEMENT OF CANCELLATIONS

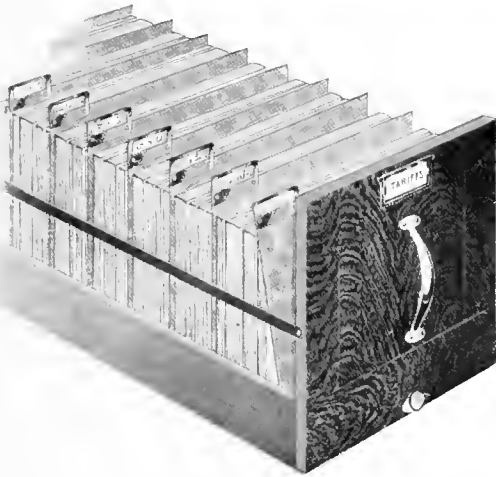
		DEBIT	CREDIT		

Cards Used in the Perfected Underwriters System for Local Agents.

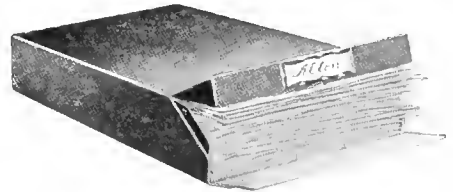
VERTICAL FILES FOR RAILROAD TARIFFS



Office of Superintendent Transportation B. & O. Railroad.
Equipped with **Globe-Wernicke** Files.



Two Ways of Filing Tariffs



Now, not only are Bills of Lading to be of uniform size, $8\frac{1}{2} \times 11$ inches, but the railroad tariffs are also to be of letter size dimensions.

That means that they can be filed in a letter size **Globe-Wernicke** Vertical Filing Cabinet in upright positions between indexed guides indicating name of Road or Transportation company publishing the tariff.

That wise decision of having a uniform standard size is going to relieve the tension in a number of offices where freight and traffic agents were working under the old system, which required them to dig whenever they wanted to refer to a rate to any given point.

Hereafter, wherever the **Globe-Wernicke** Vertical Filing System is installed, it will only be necessary to glance down the alphabetical sequence indicated on the guides, till the eye strikes the name of the particular road publishing the desired tariff, where it will be found back of the guide.

Cabinets made in several styles, and any size, from one up, to meet conditions of any road or transportation department.

VERTICAL FILING FOR PRINTERS AND ENGRAVERS



An Engraving Office Fitted with **Globe-Wernicke** Devices.

Manuscript, Estimate, Letters, Replies, all in One Folder.



In printing and engraving establishments, **Globe-Wernicke** Vertical Filing Cabinets are deservedly popular.

Inquiries for prices on printing must necessarily be accompanied with copy — often of bulky character and necessitating careful revision.

The advantage of having all this data relating to estimates and orders in one vertical folder, is so obvious, that its adoption is becoming universal.

For filing samples of catalogues, folders, circulars, etc., the **Globe-Wernicke** method by subject indexing is unexcelled.

Proofs can be itemized by class, such as Agricultural Implements, Art Schools, Automobiles, Boilers, Color Proofs, Engines, Factories, Interiors, Machinery, Magazine Advertisements, Portraits, etc.

CLEANLINESS—This feature is quite as important about an engraving plant as convenience.

The fact that proofs can be kept upright, ten or twelve to a folder, avoids the necessity of handling each separate one, as in the case of flat drawers, which require two handlings (getting out and putting back), with the accompanying risk of finger marks, broken edges, to say nothing of the loss of time.

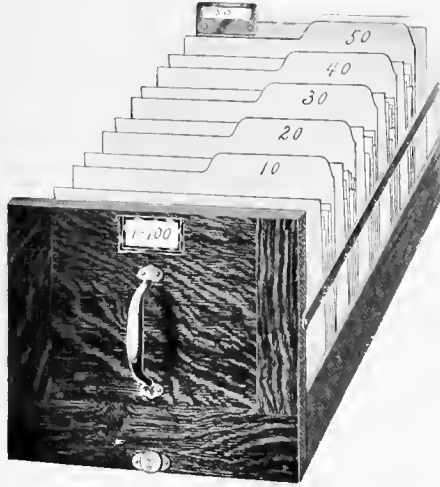
Note also the card index forms for keeping estimates on one side and actual cost on the other.

ORDER NO 675		DATE Feb 3/06		PROMISED Feb 17/06	
Paper	INSIDE 10R 25x38-80	11	100	4	0 0
Cover	1250 lbs. 10x14-100	2	50	7	5 0
Ink	3 lb. Black	2	7	7	0 0
Engraving	5 Half-tone Portraits	2	10	1	0 0
Electros	10 pages	2	10	4	8 0
Sundries	10 pages Blue Print	2	10	2	0 0
Compositors		Pressmen		Binders	
J. J. SMITH	1	J. MURPHY	1	E. QUINN	1
F. MERRILL	1	F. MERRILL	1	M. CAIN	1
A. ROSE	1	A. ROSE	1		
E. MARTIN	1				
Total 300		Total 27			
C. DURANT		L. ADAMS		TOTAL COMP 3160 75	
				TOTAL PRESS 4936 c 60	
				TOTAL BIND 27 c 40	
				TOTAL \$ 1 6 7 5 0	

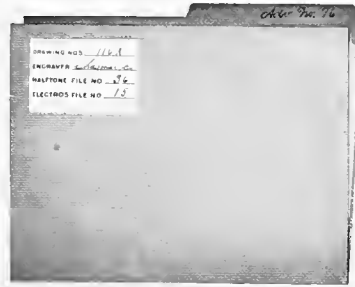
ESTIMATE FOR The American Engraver		Date Jan. 28/06	
Address	Cincinnati 10	Accepted	
Kind of Job	10 for Catalogs	No Pages	6 X 9
Stock—INSIDE	10 Run 25x38-80 for Am. Engr.		
	800 lbs c 10c + 10%		5 3 0 0
Stock—COVER	1250 lbs. 10x14-100 for Red Parchment		
	75 lbs c 10 + 10%		9 2 5
Composition	30	Set up + Reg #8	3 8 0 0
Presswork—INSIDE	20 M sup 2 Times 4 Colors 2		4 4 0 0
Presswork—COVER	100 Printing Colors		
Ink			5 0 0
Engraving	5 Half-tone Portraits c 200		1 2 5 0
Electros	16 c 30		5 0 0
Binding	10 on a 1.00 per sec		1 5 0 0
Sundries	16 pages Blue Print		3 5 0 0
Packing and Shipping	(F.O.B. Cincinnati)		5 0 0
Remarks	Cover on Parchment 100 Printing	Total \$	2 2 0 7 5
		Percent \$	2 2 7 0
		Price Quote	2 4 3 4 5

Specimen Cost and Estimate Card Index Forms for Printers

FILING ADVERTISING PROOFS, PHOTOS, HALF TONES, ETC.



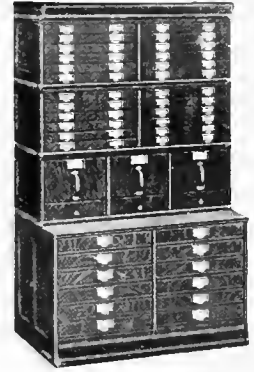
Proofs arranged in Numbered Folders
10 in each Folder.



Folder indicates Drawing No.,
Engraver's Name, No. of Drawer
containing Half Tones and Electros



Shallow Drawer for Half Tones
and Electros



A Combination of
Globe-Wernicke Horizontal
Sections for Advertising
Departments

SKETCH No.	437	In Drawer No.	17
Illustrated in	Order No.	98	page No.
	Calling No.		page No.
Remarks	Note change for catalogue		
sent to engraver	Globe-Wernicke 1/21/19		

Record Card for keeping
trace of Drawings sent
Engravers.

Formerly, the advertising man either kept his proofs pasted in a big scrap book—the largest one he could possibly find, or he stuffed them into a Jumbo file box, that in time became so full that whenever he tried to pull out any particular copy, a torn portion of it usually remained in the box.

But he too can now enjoy the advantages to be derived from the use of **Globe-Wernicke** Modern Business Tools and manage his department so methodically, that when quick action is necessary in order to gain advantage over the publicity of a competitive house,—no embarrassing mishaps need occur in tracing drawings, copies, proofs, etc., that were often misfiled because the former methods were of such crude character.

SPECIMEN ADVERTISEMENTS—A comparatively simple method of indexing these, is to place the proofs in Vertical Folders (ten to a folder) between numerical indexed guides, the label on the folder indicating Drawing No., Engraver, Electrotpe File No., and any other data considered essential to facilitate reference.

When drawing is sent to the engraver it should be charged, and credited when returned, on a **Globe-Wernicke** Record Card.

A cross index by title of advertisement can be alphabetically indexed in the same manner.

Half tones and electros should be kept in **Globe-Wernicke** shallow file drawer sections.

For advertising rate cards use a **Globe-Wernicke** 5x8 Card Index File with alphabetical guides to index name of periodical.

Drawings and photos exceeding the dimensions of the vertical file should be kept in **Globe-Wernicke** flat drawers, which are provided with a hood at the back to prevent curling.

BILL AND INVOICE FILING



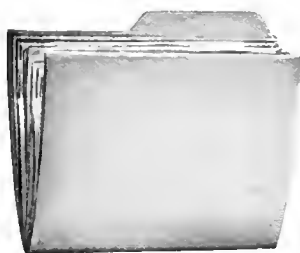
The Old Method



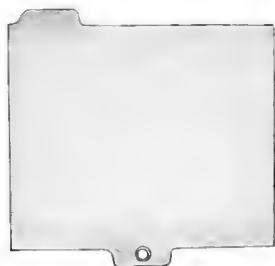
No. 320 Upright V. B. Unit
for Bills and Invoices.



As Contrasted with the New.



Bill Size Folders



Bill Size Guides

Acknowledging that bills and invoices come in assorted sizes, nevertheless, there is ONE STANDARD size which is adopted by most concerns.

It is $8\frac{1}{2} \times 7\frac{1}{4}$, being cut from folio size stock 17×22 , making six to a sheet, and this is what establishes the standard as to size.

Our invoice folders are $9\frac{1}{4} \times 7\frac{7}{8}$; and the guides $9\frac{1}{4} \times 8\frac{5}{8}$ over all, which meets the requirements set by the above standard.

Folders are essential to a uniform system of filing bills and invoices, as they overcome any irregularity of odd size bill heads, by admitting all bills of less dimensions than standard size, while those over these measurements, require folding only once.

Just as in vertical letter filing, all bills from each concern are kept together by being classified between alphabetical guides and arranged in the folder by date, the latest one on top.

Unentered and unpaid bills can be kept in a separate compartment or drawer until audited.

The vertical method of filing invoices can be used with entire satisfaction in connection with the modern voucher and card ledger system, the index on the card serving also as an index to the invoice file.

Globe-Wernicke Bill Files are made in both upright and horizontal sections.

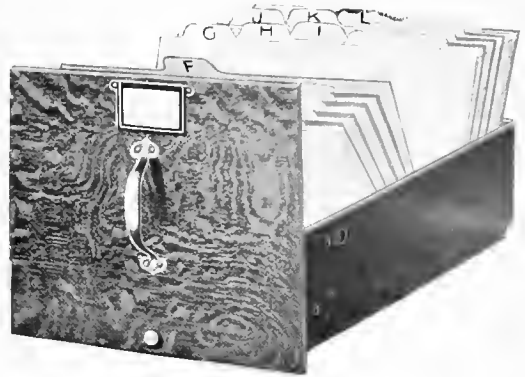


No. 1701 B. R. Unit
A Horizontal Section for Filing Bills and Invoices.

CREDIT AND MERCANTILE REPORTS



A Letter size Folder for Credit Reports



A Steel Vertical File Drawer



The O. K. stamp of the credit man performs an important function in most concerns at the present day, especially those doing a large mail order business.

Usually he is very particular on what papers his autograph goes, but if assisted by the proper *Globe-Wernicke* Devices, he can combine rapidity with accuracy in the execution of his work.

A report concerning a certain prospect comes in from Bradstreet or Dun written on a thin tissue sheet 8x8 inches; a banker sends his comment on a note size sheet, while his salesman writes on a hotel letter-head 8x11 inches, all these different papers referring to one subject—a pertinent reference to the customers' credit.

What's the proper procedure ?

Take a Vertical Letter Folder, write the man's name on the extension tab, paste the thin tissue sheet on the inside of the folder so it won't crumple up, let the thicker papers remain loose, then, after a decision is made, file the folder with all papers intact, in alphabetical order in a *Globe-Wernicke* Letter size Vertical File.

By this method it is well done, it is done quickly, all pertinent facts are assembled in such a way that it takes but a moment to decide whether to attach the O. K. stamp, or "Hold the Order up for Cash."

We also furnish special printed Mercantile Folders for credit departments, samples of which are supplied on request.



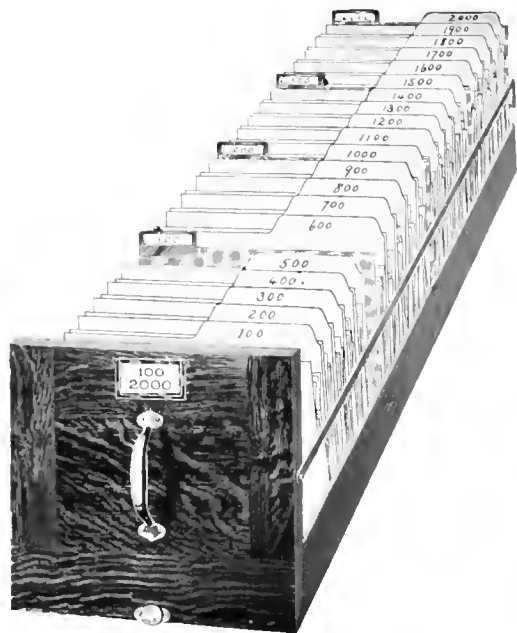


Fig. 1
Tang Folders, each containing
100 Shipping Tickets, and filed
between Numerical Guides



Fig. 2
Empty Tang Folder, showing
Bellows end, and Upright Tangs

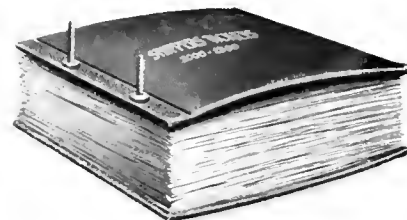


Fig. 4
Binders, owing to their bulk,
are not as easily handled
as Folders

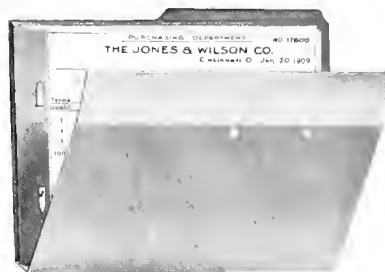


Fig. 3
Tang Folder, containing
100 loose sheets

FILING SHIPPING TICKETS, ORDER BLANKS, Etc., BY THE USE OF TANG FOLDERS

Patented July 28, 1908

One of the objectionable features to filing shipping tickets to the full capacity of a post binder is, that the binder becomes too clumsy to be easily handled.

If less than a thousand sheets are inserted, then the accumulation of binders is too rapid and the cost excessive. Besides, a lot of bulky binders around an office detracts from its appearance, and creates an impression of disorder.

A **Globe-Wernicke** Filing Cabinet containing numbered Tang Folders arranged as in figure 1, simplifies the problem.

Each Tang Folder has a capacity of 100 papers, which are held in position by two brass tangs.

The folding edge is scored, so that the sides rest on a flat surface, likewise the ends of the papers are kept even and uniform.

It is unnecessary to have an extra perforator with this folder.

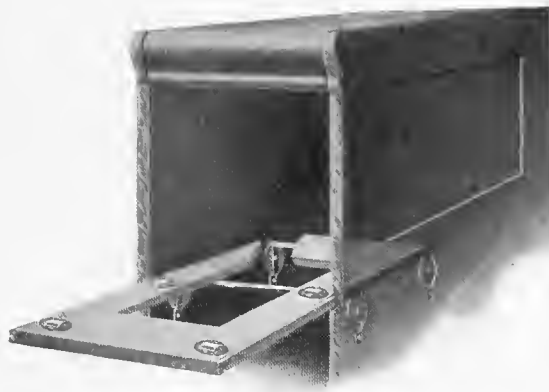
The papers can be placed between the two holes which are the same distance apart as the brass tangs, and punched with a lead pencil.

Now contrast the difference between figure 1 and figure 4.

Which file would you handle with greater satisfaction, and which operation would cause less effort and time—to find Ticket No. 678 filed according to arrangement shown in figure 1, or to get at it in the binder as shown in figure 4?

The answer is too apparent for comment.

These Tang Folders are made in both Letter and Cap sizes.



MECHANICAL CONSTRUCTION

Frictionless Roller Bearing Files

Globe-Wernicke Vertical Filing Cabinets are made to stand hard and constant service.

Note the number of roller bearings. There are eight of them, four under the sliding shelf which supports the file, and four on which the file itself rides.

Underneath each file are two steel tracks which travel on these rollers noiselessly and without any possible friction, so that only the slightest effort is required to pull the drawer out its entire depth.

Follower Block—In the back of the drawer is a Follower Block which slides on a countersunk rod. The spring clutch on the Follower Block grips the rod firmly, so that the follower holds the letters in an upright position when stationary. When released the follower slides smoothly and easily. The rod also runs through the eyeleted holes in the Vertical File Guides.

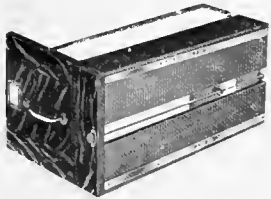
Universal Locking Device—A mechanical device which we furnish in the back of such Upright Vertical Filing Cabinets as are specified in the catalogue, whereby the locking of one Vertical File, locks all the files in the unit.

Construction of Units

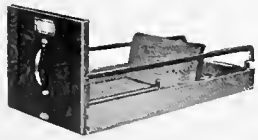
Upright Units—These are complete in themselves and do not require separate Tops and Bases, as do the Horizontal Units. See illustrations of various styles and sizes on pages 29 and 30.

Upright Units are interlocked by means of small bolts running through the sides near the top and bottom, so that the units having open ends can be placed between units having paneled ends, and the combination will have the appearance of a solid finished cabinet.

Horizontal Units with Vertical Files are made in 13, 17 and 25 inch depths and interlock for horizontal or vertical extension with all other **Globe-Wernicke** Horizontal Units, of which there are over 65 in number, see page 28.



Steel Tracks run on Roller Bearings



Files made with Rigid and Drop Fronts



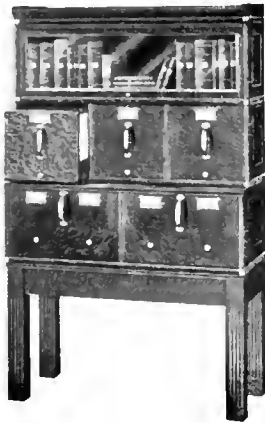
Universal Locking Device, that locks all files



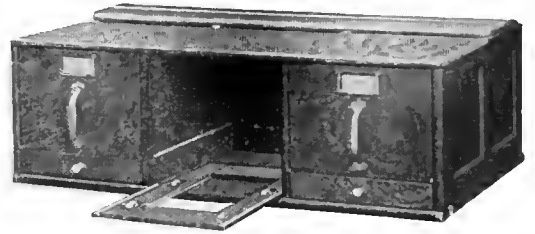
Upright Sections made with Open Ends that are placed between those having Panel Ends.

TYPES OF *Globe-Wernicke* HORIZONTAL UNITS CONTAINING VERTICAL FILES

These Units interlock with all other *Globe-Wernicke* Horizontal Sections.



A combination of
 1 No. 1301 X. Top Unit,
 1 No. 1301 G. D. Unit,
 1 No. 1301 V. L. Unit,
 1 No. 1701 B. R. Unit,
 1 No. 1701 High Leg
 Base.



Vertical Letter File Unit
 showing Roller Bearing Extension Shelf



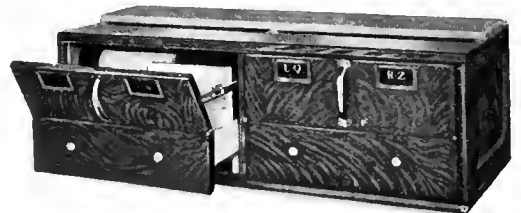
Vertical Letter File Unit
 with Six Card Index Files



A combination of
 1 No. 1701 X. Top Unit
 1 No. 1701 One Row
 C. I. Unit,
 3 No. 1701 V. L. Units,
 1 No. 1701 L. D. Base.



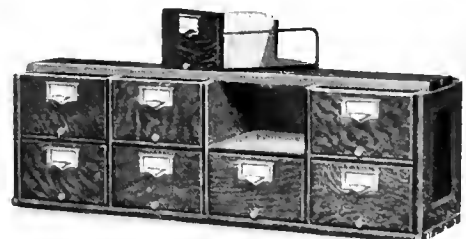
Vertical File Unit containing
 2 Files for Cap size Papers and 1 Document File



Vertical Bill File Unit
 for Bills and Invoices



A combination of
 1 No. 1701 X. Top Unit,
 1 No. 1701 G. D. Unit,
 1 No. 1701 Desk Unit,
 1 No. 1701 V. L. Unit,
 1 No. 1701 Low Leg
 Base.



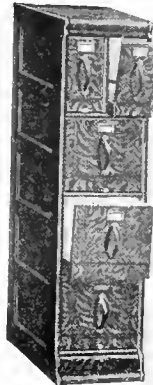
Mercantile Report File
 for Credit Reports

Globe-Wernicke UPRIGHT VERTICAL FILING CABINETS

For Bills, Invoices, Loose Sheets, Letters, Documents, Orders, Catalogues, Photographs.

All Sizes of Flat and Folded Papers.

These Upright Units have a uniform height of 55 $\frac{1}{4}$ inches and a uniform depth of 25 $\frac{5}{8}$ inches, interlocking end to end.



No. 420 Upright V.B. Unit for Bills and Invoices

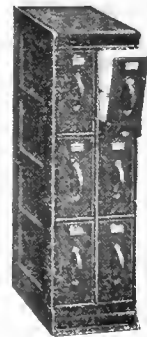
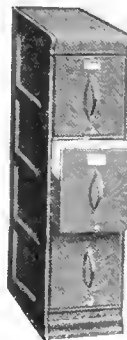
No. 421 Upright V.L. Unit for Letters

No. 422 Upright V.C. Unit for Cap size Papers

No. 4212 Upright V.L. Unit with 2 Document Files

No. 4216 Upright V.L. Unit with 6 C. I. Files

These Upright Units have a uniform height of 48 $\frac{3}{8}$ inches and a uniform depth of 25 $\frac{5}{8}$ inches, interlocking end to end.



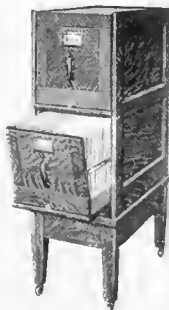
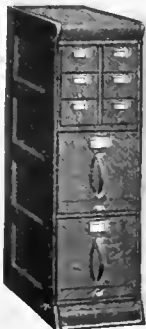
No. 320 Upright V.B. Unit for Bills and Invoices

No. 321 Upright V.L. Unit for Letters

No. 322 Upright V.C. Unit for Cap size Papers

No. 323 Upright V.R. Unit for Reports

No. 324 Upright V.D. Unit for Documents and Folded Papers



No. 3216 Upright V. L. Unit with 6 C. I. Files

No. 221 V. L. Cabinet on Stand for Letter size Papers. 48 $\frac{1}{4}$ inches high

No. 325 Upright V. S. Unit for Storage

Vertical *Uni-file* on Leg Base

Globe-Wernicke

STEEL VERTICAL FILING CABINETS



No. 541 Steel Upright V. L. Unit
54 inches high, 14 $\frac{1}{4}$ inches wide,
25 $\frac{1}{4}$ inches deep
Fitted with 4 Steel Vertical Files
10 $\frac{1}{2}$ in. high, 12 $\frac{1}{2}$ in. wide, 21 $\frac{1}{2}$
in. deep inside
for Letter size Papers.

These Vertical Filing Cabinets, while they have the appearance of finished Wood Cabinets, are really STEEL.

So perfectly do Globe-Wernicke Steel Cabinets in Oak and Mahogany finishes, match the wood, that it is impossible to detect the difference, except through the sense of touch.

Steel furniture is growing very rapidly in favor.

While it costs slightly more than wood, it does not depreciate so rapidly in value, not being so susceptible to climatic changes.

It has a hard, smooth surface, less liable to defacement than wood, and because of its non-absorbent properties, retains its original color permanently.

Dirt and dust cannot penetrate it, therefore, it is more easily cleaned.



No. 542 Steel Upright V. C. Unit
54 in. high, 16 $\frac{3}{4}$ in. wide, 25 $\frac{1}{4}$ in. deep
Fitted with 4 Steel Vertical Files
10 $\frac{1}{2}$ in. high, 14 $\frac{1}{2}$ in. wide, 21 $\frac{1}{2}$ in. deep inside
for Cap size Papers.

Globe-Wernicke Steel Vertical Filing Cabinets are made in both Upright and Horizontal Units and for Letter and Cap size papers.

The files glide noiselessly on roller bearing shelves and, from a mechanical standpoint, are absolutely faultless. There are no parts to work loose and develop trouble.

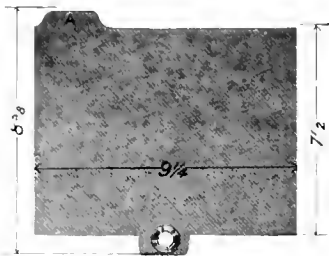
All sections are built without the use of screws, bolts, nuts and rivets.



No. 1212 V. Unit for Letter size Papers
No. 1214 V. Unit for Cap size Papers

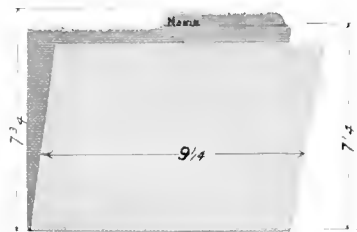
	High	Wide	Deep
Outside Dimensions	12 $\frac{3}{8}$ inches	32 inches	17 $\frac{1}{2}$ inches
Cap size Files, inside	10 $\frac{1}{2}$ "	14 $\frac{3}{4}$ "	15 "
Letter size Files, inside	10 $\frac{1}{2}$ "	12 $\frac{5}{8}$ "	15 "

DIMENSIONS OF Globe-Wernicke VERTICAL FILING CABINET GUIDES AND FOLDERS

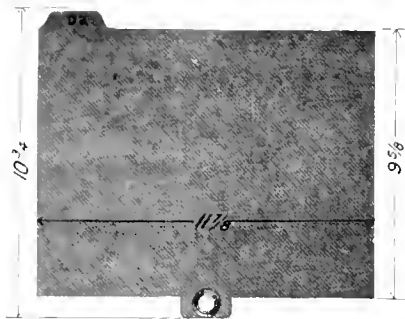


V. B. Guide

For Bills
and
Invoices

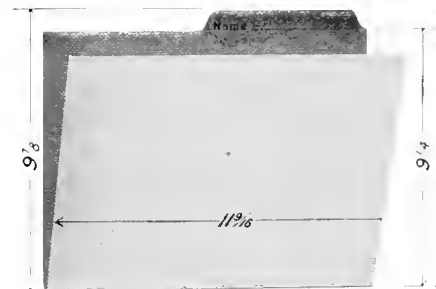


V. B. Folder



V. L. Guide

For Letter Size Papers



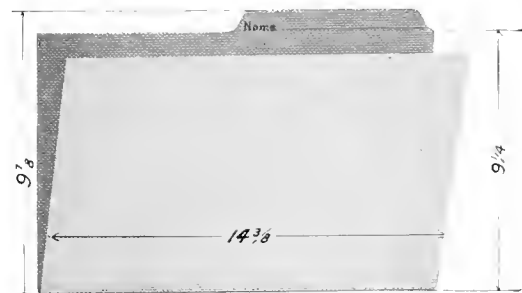
V. L. Folder

For Letter Size Papers

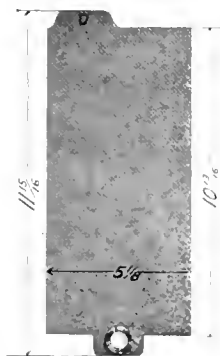


V. C. Guide

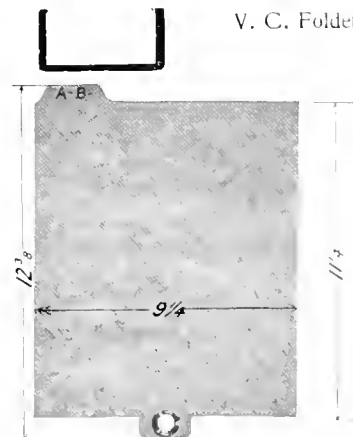
For Cap Size
Papers



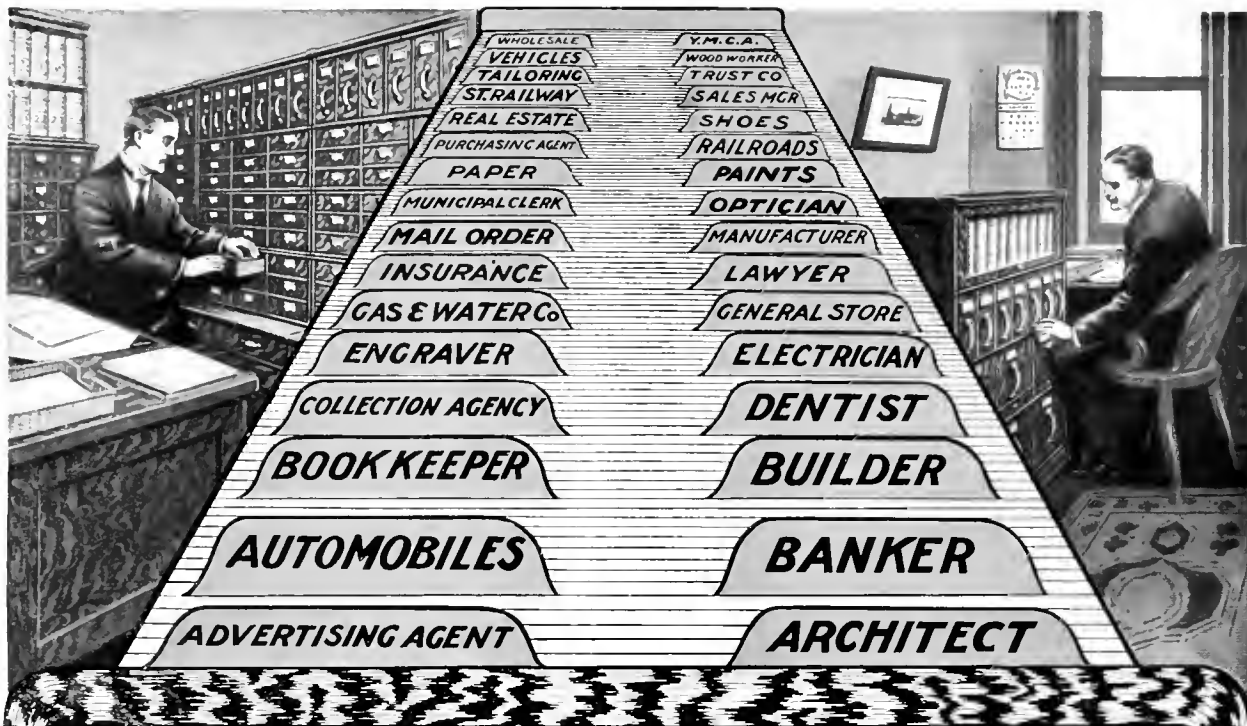
V. C. Folder



V. D. Guides
for Documents.



V. R. Guide
for Vertical Report File.



The INDEX of your NEEDS

FOUND IN *Globe-Wernicke* CATALOGUES

The Vertical Filing Equipment in WOOD and STEEL illustrated in this pamphlet are listed in the *Globe-Wernicke* Filing Cabinet Catalogue.

These goods can be obtained from any one of our numerous agencies which are distributed throughout every state in the Union.

Where not represented we ship on approval, subject to terms given in the catalogues.

It is, therefore, a decided advantage to any business house to know that they can obtain S/W Vertical Filing Cabinets and Supplies from any distributing agency at factory prices.

All goods are sold on a strictly commercial, and not a "system" basis, and are uniform everywhere.

We are always glad to furnish suggestions of a practical nature on any vertical filing outfit adapted to meet special requirements, and to assist our agents whenever requested to do so, but we make no charge for such services.

The factories of *The Globe-Wernicke Co.* are the largest and best equipped in the world; the commercial rating of the company is the highest given by any mercantile agency, and their goods are better known and more widely distributed than those of any other concern.

Such are the guarantees for your present and future protection on which your business is solicited.

The Globe-Wernicke Co. Cincinnati.



